

Friends Meeting - Friday 24th April 2015

Minutes

Shed Update	Action
<p>Shed will be put up next week. A date will be suggested in the next few weeks to stock it up with all items that need storing. Liz has the Easter crafts, Sophy has the school uniform, Kate has tea, coffee, plates etc. & there is more in the Treat Friday cupboard.</p>	
<p>The store needs to be looked at and any Friends items re-housed in the Friends shed. Volunteers please!</p>	All
<p>All items stored will need to be listed on an inventory. It is the responsibility of each event organiser to ensure that the inventory is updated at the end of the event and the stock is packed away tidily ready for the next event.</p>	All
Name Labels <p>Agreed that this was a good idea and could be promoted to new Year R parents at their induction. Victoria to check that costs are competitive.</p> <p>This needs to be approved by Mrs Quick.</p>	Victoria Sophy/Marie
Yellow Moon <p>Kate Gill to provide the code we need to ask people to input before we can re-advertise this to parents/carers.</p>	Kate
Leavers Hoodies <p>This is being dealt with by the school.</p>	
Treat Friday <p>Stock will only be bought for Treat Friday on which we can make 100% profit.</p> <p>New volunteers to contact Liz either by leaving a message in the office with their contact details or by messaging her on facebook. (Liz, the message may appear in your 'others' folder)</p>	Liz/Tracey

<p>Spending Review</p> <p>Flower beds – Martin has managed to source some free plants although he may need money for pots. Martin to confirm.</p> <p>Activity week – Kate to go to Castle Batch to investigate their greenhouse. Miranda will arrange a box to go outside year 2 classroom for bottle tops to be collected in. Class reps to ask for help collecting please via facebook, white boards and talking to their class. Miranda will also look into weaving and source what is needed from The Scrapstore. We can use the school's card and buy an additional card for £1 for Friend's use. Please can the card be returned to Sophy after each time it is used so we can keep track of it! 2-3 people will be needed to help with each task. Volunteers needed with DBS checks please!</p> <p>Books – The school have asked for some money to buy new books (£100 each for Years R, 1 & 2 and £200 each for KS2). We agreed that we would pay 50% of costs.</p>	<p>Martin</p> <p>Kate Miranda Class reps</p> <p>Miranda</p> <p>All</p>
<p>Events Planning</p> <p>In future the FIRST priority for all events is to complete 3 forms 1) Event Form, including timings for set up which must be signed off by the Head Teacher 2) Hall letting form 3) Risk Assessment. No correspondence can be sent out until this is done. When booking events into the school diary we must include set up time in the time of the event and ensure that we check with as many people as possible, including requesting that a note is left on the board in the staff room until we can be sure that this system is working.</p>	<p>All</p>
<p>Events</p> <p>Race Night – Friday 15th May Miranda will run the bar and arrange purchase of alcohol. Ken will check what he has left in his garage. Liz will help with set up and arrange free Butcombes. Peter will arrange and run barbeque. Ken will MC. Marie & Sophy to organise the betting. Kate, Chloe & Sian will confirm whether they can help with the bar.</p>	<p>Miranda/Ken</p> <p>Miranda Peter/Ken Ken Marie/Sophy Kate/Chloe/Sian</p>

<p>Summer Fayre – Kate to check the date, possibly 4 July. This will be a large Friends group-organised event co-ordinated by Kate. Ideas please on what we would like to have at the event.</p>	<p>Kate All</p>
<p>Facebook/Whiteboard Feedback for Class reps</p> <p>Treat Friday – could all volunteers please contact Liz Mount either via Facebook or by leaving her a message in the office with your contact details</p> <p>Donations – please save plastic bottle tops and 2 litre plastic bottles for the school’s outdoor creative week. Donations should be left in the boxes outside of year 2.</p> <p>Books – Friends have contributed 50% of the cost towards updating books for all year groups.</p> <p>Race Night – Please support this event. Friday 15th May.</p> <p>If you have any other ideas or suggestions please feed back to me (class rep)</p>	
<p>Next Meeting Thursday 4th June 2015 @1.15pm We are trying a Thursday at a new time to give us longer to discuss things and to see whether this gives others the opportunity to come along. Please come along for as much of the meeting as you can manage.</p> <p>Please send in items for the agenda by Monday 1st June</p>	<p>All</p>